

Quick Tips

for

Sharing Folders in GroupWise

Getting Started

You can use GroupWise folders to organize your electronic mail. An additional feature that GroupWise offers is the ability for people to share folders. Shared folders are excellent tools for group projects or study groups. This *Quick Tip* will teach you how to create a shared folder and how to add discussions to the folder.

Please Note: Shared Folders act as regular folders from off-campus. This means that if you post a new message or reply to a message in a shared folder, your email will be sent to either the owner of the folder or the person you reply to.

Step One: Create a Shared Folder

- In GroupWise, click on **File, New, Folder...**
- Click on **Shared Folder**, then **Next**. Give the folder a descriptive name, then click **Next**.
- Find the people you would like to give access to your folder. Click on the address book icon on the right to bring up a list of users you can add.
- The shared folder creator controls access. You can give recipients the right to add, edit, or delete notes in the shared folder. To do this, select an individual user's name once you have added them. At the bottom of the window the words Add, Edit and Delete will appear with checkboxes beside them. Check the options you wish to give the recipients.

Step Two: Add Notes to the Folder

- To add a note to a shared folder, highlight the folder you want to add to by clicking on it. Then click on **File, New, Discussion**. Fill out the Subject and Message fields, then click **Post**.
- If you would like to reply to a note that is already in the folder, click on the note to highlight it. Then go to **Actions, Reply**.

Tips for Using Shared Folders

You can view a discussion by threads or by the date they were submitted. Viewing a discussion in threads is helpful because it allows you to see what notes are in reply to other notes. To view a discussion in threads, click on the Threads icon on the toolbar.

If you have any questions or need technical support, please call the Information Technology Support Phone at 832-2023.